



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: November 4, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement November 9, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, November 23, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

GEO II

Geologic & Waste Assessment Specialist
Bureau of Design & Environment
Office of Program Development
Springfield

Attachments
41188

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, November 23, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Geologist II	Salary Range:	\$4,435 - \$7,760
Position Title:	Geologic and Waste Assessment Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW212-23-65-306-40-01	IPR#:	41188

Office/Central Bureau/District/Work Address:

Office of Program Development/Bureau of Design and Environment/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position teams with Geologic & Waste Assessment Unit staff in providing special waste expertise associated with transportation projects throughout the state and conducting special waste-related assessments and investigations for potential soil and groundwater and other types of contamination issues, as requested by the districts and other offices. The position is responsible for supporting and coordinating waste assessments and investigations conducted for the unit; preparing, administering, and reviewing a wide variety of environmental related documents; preparing correspondence, analyzing the status of the investigations, and maintaining databases; providing technical expertise in support of the unit staff.

Special Qualifications:

Required:

- Valid driver's license
- Occasional statewide travel

Desired:

- Knowledge, skill and mental development equivalent to the completion of four years of college with a B.S. degree in geology, engineering, geology or earth science
- A current Illinois Professional Geologist (PG) license
- Course work in geology, hydrogeology, soil/rock mechanics, contaminant transport, waste, and remediation
- Minimum of two years experience with special waste investigations, transportation project development and construction
- Working knowledge of United States and Illinois environmental laws, statutes and rules, as demonstrated by education, training, and/or practical experience
- Specific experience with Highway Authority Agreements (HAA) and Leaking Underground Storage Tank (LUST) programs
- Working knowledge of Microsoft Office applications such as Word, Excel and Access
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

ILLINOIS DEPARTMENT OF TRANSPORTATION POSITION DESCRIPTION

DATE:	5/4/2016	POSITION:	Geologic and Waste Assessment Specialist
APPROVED BY:	Scott Stitt	OFFICE/DIVISION:	Office of Program Development Bureau of Design and Environment
CODE:	PW212-23-65-306-40-01	REPORTS TO:	Geologic and Waste Assessment Unit Manager

Position Purpose

This position teams with Geologic & Waste Assessment Unit staff in providing special waste expertise associated with transportation projects throughout the state and conducting special waste-related assessments and investigations for potential soil and groundwater and other types of contamination issues, as requested by the districts and other offices. The position is responsible for supporting and coordinating waste assessments and investigations conducted for the Unit; preparing, administering, and reviewing a wide variety of environmental related documents; preparing correspondence, and analyzing the status of the investigations and maintaining databases; and, assisting Unit staff and providing technical expertise in support of the Unit Manager and Senior Specialist.

Dimensions

Annual value of contracts managed by Unit:	\$13 Million
Number of Environmental Survey Requests (ESR) processed annually:	240
Number of Preliminary Environmental Site Assessments (PESA) per year:	240
Number of Preliminary Site Investigations (PSI) & Special Provisions per year:	125
Number of Highway Authority Agreements (HAA) processed annually:	75
Number of detailed or other special investigations per year:	10
Number of NEPA documents reviewed annually:	20
Number of SEFC prequalification submittals reviewed annually:	20
Number of environmental compliance audits conducted annually:	25

Nature and Scope

This position reports to the Geologic & Waste Assessment Unit Manager as do the Geologic & Waste Assessment Senior Specialist, and Geologic & Waste Assessment Coordinators. There are no subordinates reporting directly to this position. This position assists the Unit in providing expertise on highway project-related special waste investigations, support functions, and follow-up environmental actions.

This position is responsible for providing technical review of the Highway Authority Agreement (HAA) applications including calculation of financial costs. S/he assists with management of Leaking Underground Storage Tank (LUST) sites, Site Remediation Program (SRP) sites, and the environmental consultants assisting the Department for these sites. The incumbent is also responsible for processing Office of State Fire Marshall underground storage tank removal applications submitted by IDOT Districts and construction contractors, and coordinating a response with the Office of Chief Counsel; and, chronicling IDOT LUST sites throughout the state and executing a strategy for assessing and closing the sites in conjunction with the Illinois Environmental Protection Agency, and obtaining LUST fund reimbursement.

This position provides technical expertise as necessary to support the Unit with all environmental-related tasks such as tracking of spills, land acquisition reviews involving no further remediation (NFR) sites, environmental compliance assessment, preliminary environmental site assessments (PESA), execution of PSI work plans and reports, and special provisions. The incumbent assists with review of a wide variety of environmental documents for technical and administrative sufficiency (e.g., NEPA documents), and other technical reports prepared by district offices, consultants, railroad entities, and others.

To accomplish this effectively, s/he must maintain an awareness of historic and current waste regulations, Departmental policy, and relevant environmental regulations; and, understand the various aspects of Phase I, Phase II and Phase III road construction as it relates to special waste work.

The incumbent is responsible for population and maintenance of various databases and records management as necessary to support HAA, LUST, and SRP sites and UST removal permit applications. These include a system for monitoring the status of the work, subsequent correspondence, investigations and the expenditure of funds by retained consultants. In addition, s/he is responsible for timely reply to various offices.

The greatest challenges facing this position include providing results, and analysis of results, while ensuring the accuracy and currency of information, and maintaining the integrity of various databases and data sources used in the Unit. This involves balancing conflicting priorities and successfully managing uneven workloads, while maintaining an up-to-date awareness of special waste report processing requirements and procedures. These requirements and procedures can change quickly and substantially in response to deadlines or special situations. Typical problems include the use of judgment in anticipating problems, resolving difficulties, and expediting the flow of reports and information, and implementing solutions.

The incumbent has limited authority to assign priorities and approve consultant work for waste assessment surveys and studies. The incumbent has limited freedom to act and will refer complicated and sensitive matters to the Unit Manager. This position is constrained by Departmental policies and procedures.

S/he has contact with the district and central office bureaus. External contact with the Illinois State Geological Survey and statewide consultants is required in the execution of the responsibility of the position. Statewide travel may be required.

The effectiveness of this position can be measured by the timeliness, adequacy, accuracy, and acceptability of tasks assigned by the Unit Manager; support to site assessment surveys, investigations, and remediation plans; and, the timely resolution of environmental problems within his/her purview.

Principal Accountabilities

1. Manages highway authority agreement (HAA) technical and financial reviews and corresponds with the Office of Chief Counsel, consultants and districts as necessary to efficiently process the applications.
2. Manages the LUST and SRP sites and effectively executes a strategy for assessing and closing out the sites and cost recovery.
3. Processes and responds to Office of State Fire Marshall (OSFM) underground storage tank removal applications and necessary follow-up actions with the districts, Office of Chief Counsel, and OSFM.
4. Provides technical assistance and support to Unit staff as requested and required for environmental-related tasks including execution of Preliminary Environmental Site Assessments (PESA), Preliminary Site Investigations (PSI), and other technical work.
5. Performs other duties as required or assigned; for example, processing of final environmental construction reports, and tracking of spills and monitoring follow-up responses.
6. Generates and maintains records according to Unit procedures and with the applicable retention schedules.
7. Performs duties in compliance with Departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.